



Job Title	Evidence Technician, Senior	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	5	Job Code	16652

Class Specification – Evidence Technician, Senior

Summary Statement:

The purpose of this position is to provide comprehensive review, training, and coordination of the collection and management of evidence, property, and items for destruction. This is accomplished by performing the daily duties of collecting evidence; verifying information; transporting items; and adhering to storage and disposition requirements in addition to assisting the chain of command with the training and oversight of unit performance of these duties to a high standard of expectations and integrity. Other duties include evidence inventory management, case status research, policy and process review, and coordinating presentations and training for the unit and department; disposing of items; training new employees; and testifying in court. Responsible for assisting the Evidence Supervisor/Manager with span of control of the evidence technicians including training, CALEA requirements, and serve as the acting supervisor as needed.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey level class in the Evidence Technician series. Positions at this level possess a specialized, technical, or functional expertise within the area of assignment and may exercise lead supervision over assigned lower-level staff. Employees are typically assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties. This class is distinguished in that it performs the most complex work assigned to series and serves in a working supervisory capacity over lower-level staff.

Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Research, review and physical disposition of evidence and property for the unit, including mostly responsible for researching and making disposition decisions on the most complicated case reviews; utilizes multiple databases; reviews authorizations; verifies legal and policy guidelines; completes forms; assists with the court and owner notification process. Ensures highest standards of excellence, safety and integrity in these processes and makes recommendations for changes as necessary. Facilitates off-site physical disposition of items as required (guns, drugs, metal, donation, etc).



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	Provides training to unit regarding disposition research, policies and processes.
20%	Facilitates the training program for evidence technicians and volunteers including scheduling; develops training and tutorials for police personnel; updates training, policy and process manuals verifies firearms are safe; packages special items; and demonstrates proper protective handling procedures.
20%	Assists with daily technician duties as needed such as managing evidence and property, storage of inventory, and transfers items. Assists with customer service, answers phone and responds to requests and inquiries; schedules and prepares for appointments for property and evidence releases; enters data; provides technical support to internal and external customers; and schedules viewings of evidence.
20%	Assists with administrative functions and acts as Acting Supervisor as needed. Assists with evidence position/scheduling, policies, processes and employee inquiries; CALEA preparation and documentation; audits and inspections of the Evidence Unit; supplies; input into employee training needs.

Competencies Required:

Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepares business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



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Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED).

Experience: Three years of full-time Evidence Technician experience.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

National Crime Information Center (NCIC) Certification	Within 3 months of start date
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Colorado Crime Information Center (CCIC) Certification	Within 3 months of start date
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Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:

This classification requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instruction, and scheduling work. Work may require the occasional direction of helpers, assistants, seasonal employees, interns or temporary employees.

Supervision Received:

Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for



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discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility:

This classification has no budgetary or fiscal responsibility.

Physical Demands:

Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Office with some outside
Extreme Temperature	Seasonally
Wetness and Humidity	Several times a month
Respiratory Hazards	Daily
Noise and Vibrations	Several times a week
Physical Hazards	Seasonally
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Frequently

Machines, Tools, Equipment, and Work Aids:

Telephone, fax, copier, scanner, forklift, hand held scanner, label maker, city vehicle, shredder, assorted hand tools, shop vacuum, assorted cleaning supplies, hand dollies, ladders, step stool, rolling and shopping carts, and moveable storage racks.

Specialized Computer Equipment and Software:

Microsoft Office, multiple databases, evidence tracking software, records management systems, court data systems, and National Crime Information Center (NCIC).

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

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